

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML180601**

OPENING DATE: June 5, 2018 CLOSING DATE: Open Ended

LOCATIONS: This posting will be used to establish a list of qualified candidates to fill any current vacancies and may be used to fill future vacancies as they occur over a fifteen month period at any of the following locations:

Bluefield, Camp Dawson, Charleston, Elkins, Fairmont, Glen Jean, Kenova, Lewisburg, Logan, Martinsburg, Millwood, Morgantown, Wheeling, Williamstown.

JOB TITLE: MA Administrative/Operations Clerk 2

WORKING TITLE: Distributed Learning Site Administrator

SALARY: \$10.00 per hour

NOTE: This is a part-time position funded from the start date to 30 September of the current year. Employee paid for hours worked. Employee work schedule based on frequency of Distributed Learning classes held at the site; work schedule may include weekdays, evenings and weekends. Hours worked not to exceed 1040 in a 12 month period. Leave and other employee benefits do not apply to these positions.

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to CPT Meghan Rollins at WV Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. Applicants should list on the application the specific work location for which they are applying.

Applications for Employment may be obtained at the WV NG web site:
<https://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/WV%20MA%20Job%20Application%20-%202020161220.pdf>

Supervisors:

Meghan Rollins – program oversight
Diana Scott – timecard and pay issues
Site AO/OIC – setting work schedule

NATURE AND SCOPE OF WORK

Under general supervision, employee performs moderately complex administrative and clerical work in support of the video teleconferencing (VTC) distributed learning classes conducted at

the respective work locations. Specific responsibilities include: (1) be available as needed by the site, but not to exceed maximum hours noted above; (2) complete the Information Assurance Required distance learning training; (3) complete training on the Video Teleconferencing (VTC) equipment; (4) conduct basic troubleshooting procedures for computer and VTC issues; (5) report equipment issues to the Distributed Learning (DL) Information Technology section; (6) report office and classroom supplies issues to State DL Manager; (7) collect required information for all classroom use (meetings, computers, etc.); (8) scan and forward usage sheets to DL central office; (9) assist with various training (computer basics, internet research techniques, etc.) for soldiers and families as requested; (10) ensure cleanliness of the DL classroom; (11) ensure classroom equipment is prepared for requested training; (12) distribute various marketing materials and class announcements to users; (13) must have basic computer skills and ability to operate Microsoft programs; (14) be able to work days, weekends and evenings. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English grammar usage; basics office procedures; and Microsoft software programs.

Skill in the use of personal computer and office automation software.

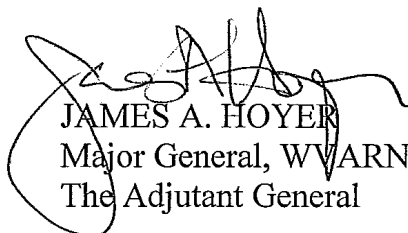
Ability to prepare accurate records and reports; to perform basic troubleshooting procedures for personal computers and VTC equipment; to maintain effective working relationships with military personnel and their families, DL class participants and DL staff; and, to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

TRAINING: High school graduation or equivalent.

SPECIAL REQUIREMENTS

1. Position is contingent upon availability of Department of Defense funding.
2. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
3. State positions announced by the Adjutant General's Office are **At-Will Employment Positions**. The term at-will means that the employee may be terminated at any time without cause.
4. A pre-employment drug screen is mandatory.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General